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| Meeting Date | 1/3/2007 | Time | 10:00 – 11:30 |
| Location | SSMC3; 866-919-7299; passcode 6255248 | | |
| Meeting Title | BPR Reimbursable Work Group | | |
| Facilitator | Lois Coleman | | |

Members and Invited Guests

(Y = present; N = not present)

| Member Name | Organization | | E-mail |
|---------------------|----------------|---|--------|
| Lois Coleman | Finance Office | Y | |
| Cynthia Rich | Finance Office | N | |
| Mark StClair | Finance Office | Y | |
| Kathy Bruchey | Finance Office | N | |
| Brenda Hernandez | NMFS | N | |
| Dawn DiFiore | NMFS | Y | |
| Herbert Callands | NWS | N | |
| Debbie Hoffman | NWS | N | |
| Carmen Solis | NOS | Y | |
| Bruce Jackson | NOS | Y | |
| Paul Johnson | OAR | Y | |
| Steve Musser | OAR | N | |
| Sharon Schroeder | OAR | N | |
| Andrea Moore | OAR | Y | |
| Alicia Ferguson | NESDIS | Y | |
| Gerald Thomas | NMAO | Y | |
| Malcolm Orr | OGC | Y | |
| Thomas Santymire | Budget Office | N | |
| Pam Williams | CMFD | N | |
| Valda Ferrell-Evans | CMFD | N | |
| Sharon Glover | BIS | Y | |
| Guest Name | Organization | ✓ | E-mail |
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Agenda:

1. Approve the list of training courses required for reimbursable staff – Paul Johnson
2. Update on progress of the SOPs – Paul Johnson
3. Discuss model templates and cover sheet – Bruce Jackson
4. Review action items – Lois Coleman

Minutes:

1. The group discussed and commented on the model templates and cover sheet. Malcolm Orr suggested that NOAA can forward the Economy Act template to OGC for approval. However, he wasn't sure if OGC would approve a general template for agreements with non-federal sponsors since these agreements may need some specific language, depending on the type of agreement. Malcolm will check with his supervisor. Depending on the outcome, we may need additional templates or specific language which can be inserted in the template.
2. Paul Johnson will revise the list of suggested training for approval at the next meeting.
3. Paul Johnson has received comments from RWG members on OAR's SOPs. He will start to incorporate the comments.

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| The next meeting will be: | Wednesday January 10, 2007, 10:00-11:30; |
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